

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: Use of the AXON Capture Application: Reporting, Classification, and Equipment
Number 16-006
Effective Date August 2, 2016
Related To: GO-SPT-302.13 (Body-Worn Camera Program) GO-SPT-304.08 (Collection of Physical Evidence; Utilization of the Crime Scene Examination Section and Crime Scene Search Officers) EO-16-002 (Processing Crime Scenes: AXON Capture, Crime Scene Investigation Division, and Department of Forensic Sciences)

I. PURPOSE

The purpose of this executive order is to clarify reporting requirements when utilizing the AXON Capture application to process crime scenes, remind members to correctly categorize crime scene photographs in accordance with the retention schedules outlined in GO-SPT-302.13 (Body-Worn Camera Program), and inform members of pending Department cell phone deployments.

II. REGULATIONS

A. Reporting Requirements

1. Members are reminded that the AXON Capture application may only be utilized to process crime scenes when photographs are the only form of forensic documentation necessary (e.g., when processing the scene for fingerprints or other forensic evidence is not required).
2. Members utilizing the AXON Capture to take photographs shall refrain from preparing a PD Form 668 (Evidence Report) or any other crime-scene reports. Unless the member taking the photographs is also the reporting member, the preparation of additional field reports is not necessary.
3. This executive order does not supersede member's responsibilities to prepare the necessary field reports in accordance with GO-SPT-401.01 (Field Reporting System) or to upload photographs to Evidence.com.

B. Categorizing Photographs

1. Members uploading photographs via the AXON Capture application are reminded to select the category (e.g., Incident, No Arrest; All other Misdemeanors; All Other Felonies) that correctly relates to the

crime or incident in the same manner they would with a body-worn camera (BWC) recording, in accordance with GO-SPT-302.13.

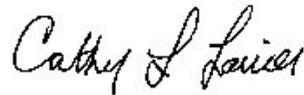
NOTE: Properly categorizing photographs is essential for the retention of photographs that could be used as evidence in the future. For example, if a member improperly classifies a Destruction of Property crime scene as “Incident, No Arrest”, instead of “All other Misdemeanors”, the photographs of the destroyed property will not be available for a trial after 90 days.

C. Future Deployments of Department Cell Phones

In the near future, Department cell phones will be issued to additional members. The purpose of this deployment is to provide members with the equipment necessary for the utilization of the AXON Capture application, regardless of whether or not they have been assigned a BWC.

III. POINT OF CONTACT

Members may direct questions to the Policy Development Branch at mpd.policy@dc.gov.



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